

# GDPR guide for fundraisers and volunteers

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## Introduction

The General Data Protection Regulation (GDPR) came into effect on 25th May 2018 to update the existing data protection framework in the UK. The legislation covers every sector and every organisation. It means that everyone needs to think about what personal data they might be processing and to put the principles of GDPR into practice in their work.

## Personal data

During the course of your fundraising and volunteering for Animal Free Research UK you may come into contact with or use personal data about employees, supporters, volunteers, suppliers or other third parties, for example their names and home addresses.

You may come into contact with and process personal data in a range of fundraising contexts, including:

- Promoting our work and seeking funding from individuals, for example raising funds using hard copy sponsorship forms
- Helping to increase our supporters' email news, fundraising & appeals subscriptions database i.e. asking the public at stalls and events to sign up to receive communications from us
- Research, for example when identifying individuals from the local community who may support the charity's objectives or getting feedback on new fundraising methods and activities tried at local level
- Storing personal data, for example when holding records of supporters, donors, volunteers, beneficiaries or other useful contacts within the local community
- Supporting (directly or indirectly) local fundraising initiatives by individuals



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## How we process data

Under GDPR we are required to be able to demonstrate compliance with the data protection principles and this includes where our fundraisers and volunteers may come into contact with personal data or how they process it. The data protection principles are:

**Lawfulness, Fairness and Transparency** Personal data must be processed lawfully, fairly and in a transparent manner.

**Limitation** Personal data must be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes

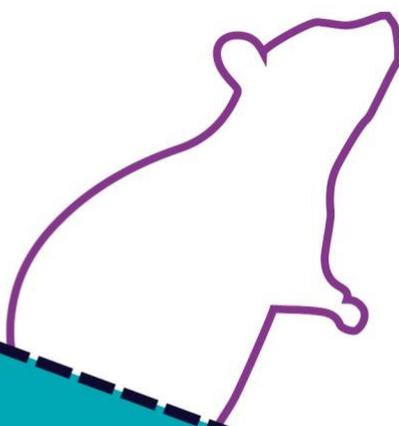
**Minimal Processing** Personal data must be adequate, relevant, and limited to what is necessary in relation to the purposes for which they are processed. The Charity must apply anonymisation to personal data if possible to reduce the risks to the data subjects concerned.

**Accuracy** Personal data must be accurate and, where necessary, kept up to date; reasonable steps must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified in a timely manner.

**Storage Period Limitation** Personal data must be kept for no longer than is necessary for the purposes for which the personal data are processed.

**Integrity and confidentiality** appropriate technical or organisational measures must be adopted to ensure security of personal data, including protection against accidental or unlawful destruction, loss, alternation, unauthorized access to, or disclosure.

**Accountability** Data controllers must be responsible for and be able to demonstrate compliance with the principles outlined above.



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## How we ensure that data is processed fairly

We have thoroughly reviewed all of our volunteering and fundraising documentation to ensure that they are GDPR compliant. All documentation has been updated with the latest guidance and you must ensure that you follow all of the guidance in the documentation and in this guide to ensure that you are also GDPR compliant whilst fundraising and volunteering for us. The key points to understand and agree to are listed below:

- Only use the documentation provided by Animal Free Research UK for your fundraising and volunteering to ensure GDPR compliance
- Once hard copy forms with personal data have been filled in, return them immediately to head office via email/post. Hard copies will be stored on the database and then shredded
- Where you cannot immediately return hard copy forms to us you must store them in a locked drawer/box
- You cannot store personal data (hard copy/electronic) in your home
- Never leave a stall unattended with sign up forms on display, treat these forms as you would the cash box
- Community Ambassadors and University Society fundraisers will need to keep personal contact details to facilitate their fundraising group activities. In this case, they will be issued with further guidance and a Supporter Data Private Premises form to give to their members to fill in to obtain their consent
- Only Community Ambassadors and University Society fundraisers are allowed to store personal data in their home and they must use a password protected spreadsheet (password changed regularly) to do this. Further guidance regarding data retention can be found on the Supporter Data Private Premises form

If you are unsure about anything in this guide please email [info@animalfreeresearchuk.org](mailto:info@animalfreeresearchuk.org) for more information.



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